

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

42

June 22, 2004

**FROM: ROBERTA YORK, DIRECTOR
PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: AMENDMENTS TO CONTRACTS FOR DELEGATION OF ACTIVITIES AND
FOOD SERVICES**

RECOMMENDATION: Approve Amendment No. 2 to contracts between the County of San Bernardino (Preschool Services Department) and the following agencies, increasing the total contract amounts by \$1,847,147, from \$3,931,836 to a total of \$5,778,983 and extending the contract period through June 30, 2005, to provide Delegation of Activities and Food Services for the Head Start/State Preschool Program:

Contract	Agency	Contract Amount FY 02/03	Contract Amount FY 03/04	Proposed Contract Amount FY 04-05	Total Contract Amount
02-656 A-2	Colton Joint Unified School District	\$1,190,818	\$1,236,217	\$1,123,970	\$3,551,005
02-657 A-2	Needles Unified School District	\$ 493,719	\$ 467,954	\$ 452,845	\$1,414,518
02-658 A-2	City of San Bernardino Parks & Recreation	\$ 265,905	\$ 277,223	\$ 270,332	\$ 813,460
	Total	\$1,950,442	\$1,981,394	\$1,847,147	\$5,778,983

BACKGROUND: Preschool Services Department (PSD) operates the Head Start/State Preschool Program in the County of San Bernardino. The Department provides comprehensive child development services to eligible low-income families both directly and through contracts with Board Approved Delegate Agencies (DAs). DAs are public or private non-profit organizations or agencies to which PSD, as a Head Start grantee, has delegated all or part of its responsibility for operating a Head Start Program.

The DAs provide administration services such as preparation of reports required by the Federal funding source, facilities, and food services including breakfast, lunch and snacks for the Head Start/State Preschool Program in their respective areas. (The DAs served approximately 406 children during FY 00/01, 01/02, 02/03, and 03/04.)

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On July 10, 2001, the Board of Supervisors approved and authorized PSD to release a Request for Applications (RFA) to solicit qualified Head Start service providers for the following:

- Full-Day Full Service Head Start Programs
- Part-Day Partial Service Head Start/State Preschool Programs
- Part-Day Full Service Head Start/State Preschool Programs

As a result of the RFA process, Colton Joint Unified School District was recommended for award of a contract to provide services. However, no agencies responded to the RFA to provide required services in Needles and the City of San Bernardino. PSD contacted the DAs serving the Needles and the City of San Bernardino areas and extended the opportunity to continue to provide the DA services. Needles Unified School District and San Bernardino City Parks & Recreation submitted Letters of Intent to provide services.

On June 16, 2002, the Board of Supervisors approved Contracts with Colton Joint Unified School District, Needles Unified School District and the City of San Bernardino Parks & Recreation Department in the amount of \$1,950,442 to provide Delegation of Activities and Food Services for PSD for the period of July 1, 2002 through June 30, 2003.

On July 1, 2003, the Board of Supervisors approved Amendment No. 1 increasing the total contract amounts by \$1,981,394 and extending the contracts through June 2004.

Approval of these amendments will award \$1,847,147 for FY 04/05 and extend the contract terms twelve (12) months to allow these DAs to continue to provide Delegation of Activities and Food Services for the Head Start/State Program to approximately 406 children and their families in FY 04/05.

The contracts contain the option to be extended for two additional one-year periods (by mutual agreement of the parties). These Contractors have successfully completed two (2) full years of Delegation of Activities and Food Services for PSD. In the fall of 2004 a competitive procurement will commence in order to provide these services in FY 05/06.

HSS Staff will monitor Contractor performance twice annually in the area of fiscal and program in order to measure compliance with the Head Start Performance Standards. In addition, PSD and other staff provide technical assistance as necessary.

REVIEW AND APPROVAL BY OTHERS: These amendments have been reviewed by HSS Contracts (Lori Ciabattini, Contracts Manager, 388-0253) on April 22, 2004 and the Office of County Counsel (Sandra Baxter, Deputy County Counsel, 387-5485) on April 27, 2004. This item has been reviewed by HSS Finance (John Hallen, Administrative Analyst, 388-0330) on June 7, 2004 and the County Administrative Office (Gary Morris, Administrative Analyst, 388-0356) on June 7, 2004.

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FINANCIAL IMPACT: Approval of these amendments will increase the maximum amount of reimbursement under these contracts as follows:

Agency	Contract Amount FY 02/03	Contract Amount FY 03/04	Requested Increase FY 04/05	Total Contract Amount
Colton Joint Unified School District	\$1,190,818	\$1,236,217	\$1,123,970	\$3,551,005
Needles Unified School District	\$ 493,719	\$ 467,954	\$ 452,845	\$1,414,518
City of San Bernardino Parks & Recreation	\$ 265,905	\$ 277,223	\$ 270,332	\$ 813,460
Total	\$1,950,442	\$1,981,394	\$1,847,147	\$5,778,983

The Delegate Agency portion of the Contract for the San Bernardino City Parks & Recreation Department is 90% Federally funded through the Department of Health and Human Services/Administration for Children and Families and 10% State funded through the Department of Education. The Delegate Agency portion of the Contracts for Colton and Needles School Districts is 73% Federally funded through the Department of Health and Human Services/Administration for Children and Families, and is 27% State funded through the Department of Education.

The Food Services portion of the Contracts for San Bernardino City Parks & Recreation Department, and the Colton and Needles School Districts is 93% Federally funded by the Child and Adult Care Food Program (administered through the State of California, Department of Education), and is 7% funded through the State's Department of Education/Nutrition Services Division. Adequate revenue and appropriations of \$1,847,147 are included in PSD's FY 04/05 proposed budget and will result in no local cost to the County. Funding is expected to continue at the current level for these Contracts in FY 04/05 and subsequent years. The agreements are 100% Federally and State funded. There is no local County cost.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and recommends this action because the program is fully funded by Federal and State revenue sources that are not in jeopardy in FY 04/05.

SUPERVISORIAL DISTRICTS: First and Fifth

PRESENTER: Roberta York, Director, Preschool Services Department, (909) 387-2355